

## **Instructions for filling out 2D & 3D Object Evaluation form**

### **1.) Page 1**

Already filled in

### **2.) Batch Date**

Information taken from Inventory List Form

Date that materials are organized to be sent to the UW Madison

- filled in by owning institution
- if not assigned by owning institution Microimaging Lab will assign date; If the Microimaging Lab assigns the date it will be the date prior to the receiving of the shipment. Ex. if materials are delivered to Microimaging Lab on July 30, 2001 the date of batch organized will be July 29, 2001.

### **3.) Batch #**

Information taken from Inventory List Form

- filled in by owning institution
- batch numbers will be assigned consecutively from each institution
- if not assigned by owning institution the Microimaging Lab will assign the batch number; If the Microimaging Lab assigns the batch number it will be the number following the prior batch number from that institution. Batches will be numbered consecutively Ex; Batch 1, Batch 2, Batch 3, etc.

### **4.) Item #**

Correlated with item number from the Inventory List Form

- filled in by owning institution
- If not assigned by the owning institution the Microimaging Lab will assign item number on inventory list and the object or document evaluation form.

### **5.) Contact Name**

Name of individual that can be contacted for questions on materials sent

- supplied by owning institution

### **6.) Institution**

**Information will be used in metatagging field: DC. Contributor**

The DC.Contributor tag will be used for identifying the owner of the collection from which the original item was selected and then the digital surrogate was produced from.

- supplied by owning institution

Definition = The person(s) or organization(s) in addition to the Creator who have made significant intellectual contributions to the Resource but whose contribution is secondary to the Creator.

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: No

Mandatory: Yes

*There should be an official uniform list for the names of the contributing institutions. The name(s) shall be entered based on AACR2 or established cataloging rules. Each institution will fill out the form using the*

*standardized list to provide uniformity of name for their institution for their input in the '6.) Institution: DC. Contributor' section and the name ultimately used for display with the digital image.*

#### **7.) Phone number**

Phone number for the representative of the owning institution for the Great Lakes Marine Project.

- supplied by owning institution

#### **8.) DC. Identifier**

**Information will be used in metatagging field: DC.Identifier**

Definition = An unambiguous reference to the resource within a given context. String used to uniquely identify the resource.

- assigned and supplied by UW Madison

Example = formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

Repeatable: No

Mandatory: Yes

#### **9.) Ship Name & Date of Ship**

**Information will be used in metatagging field: DC. Relation: IsPartOf**

Definition = a reference to a related resource. The described resource is a physical or logical part of the referenced resource. Identifier for resource that must be unique (at least) within scope of collection.

- supplied by owning institution

*There will need to be a uniformity of name for each of the ships. A list shall be generated to reflect this uniformity of name and selectors will use this resource for input of the official name of the ship in section 9.) Ship Name & Date of Ship: DC. Relation: IsPartOf of the form. This will aid the display of related items for a given ship. Uniformity of ship name for authority control is needed so same ship in different images from different institutions has identical name. This list will need to be generated by the selectors and the DPI staff and then agreed upon.*

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: No

Mandatory: Yes

#### **10.) Collection**

**Information will be used in metatagging field: DC.Description**

Definition = If there is a specific collection from where the original is selected.

- Supplied by owning institution

#### **11.) Title**

**Information will be used in metatagging field: DC. Title Main**

Definition = The name given to the resource by the creator or publisher. If unknown, a descriptive title shall be assigned by staff.

- supplied by owning institution
- assigned by selector if title not known

Example = Photograph of ship with no title the title would be “Photograph of (name of ship and date of construction)”

Scheme: Follow AACR2 or established cataloging rules.

Transcribe title from physical copy

Enter title assigned by agency

Create title if none exists.

Acceptable titles

Generic name

Object type

Classification term

Numbering system

Descriptive statement used to identify the resource

Repeatable: No

Mandatory: Yes

## **12.) Title Variant**

**Information will be used in metatagging field: DC. Title Other**

Definition = A title other than the main title, such as a subtitle or translated title.

- supplied by owning institution

Transcribe title from physical copy

Enter title assigned by agency

Create title if none exists.

Acceptable titles

Generic name

Object type

Classification term

Numbering system

Descriptive statement used to identify the resource

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes

Mandatory: No

## **13.) Maker**

**Information will be used in metatagging field: DC. Creator**

Definition = the person(s) or organization(s) primarily responsible for the intellectual content of the original resource. Ex. Name of known photographer, author, artist, illustrator, the collector of natural specimens or artifacts, etc.

Enter more than one creator if necessary for access (ex. Author, agency, corporate entity) in the order of their importance.

- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes

Mandatory: No

**14 – 17.) Subject 1, Subject 2, Subject 3, Subject 4**  
**Information will be used in metatagging field: DC. Subject**

Definition = The terms, phrases, or classifications used to provide topical access to the Resource. Ex. Type of ship, company name, etc. Subject content can be expressed as keywords or phrases or terms related to significant association

- supplied by owning institution or DPI cataloger

Scheme: Use established thesaurus: Library of Congress subject Headings (LCSH), Art and Architecture Thesaurus (AAT), Thesaurus for Graphic Materials (TGM), Medical Subject Headings (MESH), ICONCLASS, etc., formal classification schemes (Library of Congress Classification, Dewey Decimal Classification) or keywords.

The owning institution may suggest any terms or keywords they think useful to describe the picture. Staff at the owning institution do not need to determine or verify the authority for the term. DPI staff will select or substitute a term and verify the authority if necessary.

Repeatable: Yes.

Mandatory: Yes

**18.) Date or Period**  
**Information will be used in metatagging field: DC. Coverage**

Definition = the spatial location or temporal duration characteristic of the Resource. Time period that the image is covering. Ex. Colonial Period, Late Iron Age, date period (1960/1969), or Milwaukee, WI.

- supplied by owning institution

Scheme: Library of Congress subject Headings (LCSH), Art and Architecture Thesaurus (AAT), Thesaurus for Graphic Materials (TGM), Date and Time Formats (W3C-DTF).

Repeatable: Yes

Mandatory: No

This information can also be used in DC. Description.

**19.) Local Call #**  
**Information will be used in metatagging field: DC. Source**

Definition = Local call or accession number

- supplied by owning institution

Repeatable: Yes

Mandatory: No

**20.) Inscriptions & Markings**  
**Information will be used in metatagging field: DC. Description**

Definition: Inscriptions & Markings = identifying markings, numbers, or inscriptions on the object. This includes both text and markings that could be inscribed, cast, stamped or otherwise applied or incorporated into the object at the time of manufacture or at a later date. The description should also include the location(s) of inscriptions and markings.

Definition: DC. Description = A textual description of the content of the Resource.

Example: A signature, dedication, title, maker's marks, purity marks, property marks, etc.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes

Mandatory: No

## **21.) Distinguished Features**

**Information will be used in metatagging field: DC. Description**

Definition: Distinguished features = physical characteristics that could help to identify the object such as damage, repairs, or manufacturing defects that can help to uniquely identify the object. (Ex., scratches, creases, stains, drips in paint or glaze, bubbles, surface texture, etc.)

Definition: DC. Description = A textual description of the content of the Resource.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes

Mandatory: No

## **22.) Materials & techniques**

**Information will be used in metatagging field: DC. Description**

Definition: Materials & techniques = This field records the materials and techniques used in the creation, decoration, repair(s) to the object, or adaptations of the object. If there is uncertainty about the materials use a broad term (ex. Wood, ceramic, metal), if more than two possible materials were used record them with appropriate qualification (ex., oak or elm). Techniques will describe how the object was made. This field can also be used to provide information about color(s) of an object.

Definition: DC. Description = A textual description of the content of the Resource.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes

Mandatory: No

## **23.) Type of object**

**Information will be used in metatagging field: DC. Description**

Definition: Type of object = describes what the object is and can be recorded in either one broad term or as a short descriptive phrase.

Definition: DC. Description = A textual description of the content of the Resource.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes

Mandatory: No

## **24.) Copyright**

**Information will be used in metatagging field: DC. Rights**

This section is the copyright as it pertains to the original.

DC. Rights will cover the original item and its surrogates including digital surrogate.

- supplied by owning institution

Repeatable: Yes

Mandatory: Yes

## **25.) Measurement in cm**

**Information will be used in metatagging field: DC. Description**

Definition: Measurement in cm = Measurement of original item or its surrogate. Measurement can include size and/or weight of the object. The unit of measurement should be used (ex., cm., in., ft.) plus the measured dimensions of height, width, and/or depth. Object(s) made of precious metals such as gold is usually recorded. Ex. , grams (gm.), avoirdupois (oz.), Troy (oz. dwt).

Definition: DC. Description = a textual description of the content of the Resource.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes

Mandatory: No

## **26.) Item Description**

**Information will be used in metatagging field: DC. Description**

Definition: DC. Description = A textual description of the content of the Resource.

One area that could be put in the item description is that of provenance. Provenance = the name of a previous owner of the object. Type of preferred entries for provenance would be the name of a person, institution, or organization that formerly owned the object.

- supplied by owning institution

*DPI cataloger will combine Sections 20, 21, 22, 23, and 25, with Section 26 in a cohesive statement for the item description.*

Repeatable: Yes  
Mandatory: No

**27.) Date**

Date batch was organized.

- supplied by owning institution

**28.) Batch**

Batch number

- supplied by owning institution

**29.) Item#**

- supplied by owning institution

**30.) Page 2**

Information already filled in

**31.) Scan**

Specify what is to be scanned

- supplied by owning institution

**32.) Image Metadata**

- supplied by UW Microimaging Lab

**33). – 43.) General Characteristics/Overall Assessment**

- supplied by owning institution

**Sources:**

[www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html](http://www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html) “UW-Madison Digital Library Data Dictionary: Multimedia and Bibliographic Databases” Version 1.0 3 July 2001

[www.rlg.org/reach.elements.html](http://www.rlg.org/reach.elements.html) “RLG REACH Element Set for Shared Description of Museum Objects” 2 September 1998

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[coloradodigital.coalliance.org/creator.html](http://coloradodigital.coalliance.org/creator.html) “Creator Element”

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[coloradodigital.coalliance.org/coverage.html](http://coloradodigital.coalliance.org/coverage.html) “Coverage Element”

[coloradodigital.coalliance.org/rights.html](http://coloradodigital.coalliance.org/rights.html) “Rights Management Element”

[dublincore.org/documents/dces/](http://dublincore.org/documents/dces/) Dublin Core Element Set, Version 1.1 – Reference Description

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